

# Instructions for Logging into Planroom.ky.gov

- 1.) Go to Planroom.ky.gov
- 2.) Click on "Create LogIn".
- 3.) Type an \* in the box and click "Search".
- 4.) Scan the list for your company's name. If you find your company in the list then click on "Select" beside your company's name and skip to step 7. If not, continue on to the next step.
- 5.) Since your company is not listed click on the "Click here to add a new record" link at the top of the page.
- 6.) Fill out your company's information in the corresponding boxes and then click "Update".
- 7.) On this page you will need to fill out your personal information in the corresponding boxes and enter a unique user name and password and then click "Update".
- 8.) Once you have been returned to the Planroom.ky.gov site, click "LogIn".
- 9.) Enter your newly created user ID and password in the boxes and click "Submit".
- 10.) Now that you are back on the Planroom.ky.gov site, click on "View Active Projects List". You should now be able to view the Planroom projects.

**Note: Soon there will be no need for step 10. Once the appropriate changes are made, after you login you will be taken straight into the Planroom without this extra step!**

The screenshot shows the Planroom.ky.gov website. At the top, it says "kentucky.gov" and "Finance & Administration Cabinet". The main heading is "Facilities Management". Below this, there is a welcome message and a description of the services provided. A large image of the Kentucky State Capitol is shown. To the right of the image, there is a "Welcome!" message and a list of services. Below the image, there are links for "Login" and "Create Login". At the bottom, there are links for "View Active Project List", "Notice to Contractors", "Instructions to Bidders", and "Electronic Forms & Other Links".

The screenshot shows the "Create New Company" form. It includes fields for Name, ShipTo Address1, ShipTo Address2, ShipTo City, ShipTo State, ShipTo Zip, Phone, Fax, Bidder Discipline, BillTo Address1, BillTo Address2, BillTo City, BillTo State, BillTo Zip, and Notes. There are also checkboxes for "Public Jobs" and "Login". A "Copy Address to BillTo" button is present. The form is titled "Create New Company" and has a "Public Jobs" section.

The screenshot shows the "New Contact" form. It includes fields for Name, Company Name, eMail, Title, User ID, Password, Notify, Newsletter, and Notes. There are also checkboxes for "Public Jobs" and "Login". The form is titled "New Contact" and has a "Public Jobs" section.